
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

For more information about the Department of Corrections visit:
<http://corrections.ky.gov>. To inquire information on job postings contact:
DOC.Recruit@ky.gov or (502) 564- 4636.

October 14, 2016

ADMINISTRATIVE SECRETARY—(Oldham County —Kentucky State Reformatory)—Grade 10—(\$2139.80 - \$2834.88) MIN REQ: High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SECRETARY—(Oldham County —Roederer Correctional Complex)—Grade 10—(\$2139.80 - \$2834.88) MIN REQ: High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Oldham County— Roederer Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CLASSIFICATION & TREATMENT OFFICER I—(Oldham County – Roederer Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) MIN REQUIREMENTS: Graduate of a college or university with a bachelor's degree.

CORRECTIONAL LIEUTENANT- (Oldham County – Kentucky State Reformatory) - Grade 11—(\$2800.00 - \$3118.28) MIN REQUIREMENTS: High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL LIEUTENANT- (Boyle County – Northpoint Training Center) -Grade 11—(\$2800.00 - \$3118.28) MIN REQUIREMENTS: High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

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October 17, 2016

CORRECTIONAL SERGEANT— (Oldham County – Kentucky State Reformatory) - Grade 10—(\$2650.00 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT— (Lyon County – Western Kentucky Correctional Complex) -Grade 10—(\$2650.00 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT— THREE POSITIONS: (Shelby County – Kentucky Correctional Institution for Women) -Grade 10—(\$2650.00 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

ELECTRONIC TECHNICIAN III—(Oldham County –Roederer Correctional Complex)—Grade 12—(\$2589.26-3430.10) MIN. REQUIREMENTS: High School Graduate. Must have 3 years of technical experience in the installation, maintenance, and repair of electronic equipment. Technical training in electronics or a related field will sub. for the experience on a year-for-year basis. Additional technical experience will substitute for the education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— TWO POSITIONS: (Shelby County – Kentucky Correctional Institution for Women) Grade 10—(\$2139.80 - \$2834.88) MINIMUM REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

OFFENDER INFORMATION SPECIALIST I— (Oldham County — Luther Luckett Correctional Complex) Grade 11—(\$2354.04 - \$3118.28) MIN. REQUIREMENTS: Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

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OFFICE COORDINATOR—(Boyd County—Probation & Parole)—Grade 10—(\$2139.80 - \$2834.88) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 2 years of business or administrative experience. Additional admin, business or clerical experience will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Graves County- Probation & Parole) Grade 8—(\$1768.70 - \$2342.96) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Jefferson County- Probation & Parole) Grade 8—(\$1768.70 - \$2342.96) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION AND PAROLE OFFICER- (Jefferson County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Jefferson County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PLUMBER LICENSED SUPERVISOR—(Shelby County— Kentucky Correctional Institution for Women) Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS: Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

WELDER III—(Morgan County—Eastern Kentucky Correctional Complex)— Grade: 11—(\$2354.04 - \$3118.28) MINIMUM REQUIREMENTS: No educational requirement. **EXPERIENCE:** Must have four years of welding experience. Vocational or technical school training in welding or a related field will substitute for the experience on a year-for-year basis.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliott, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2500)

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To receive more information about including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information.